

**KIDSPPOINT**  
Dream Team Handbook

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## **WELCOME**

We are so excited to have you on this team. At Lifepoint Church we exist. In Kidspoint we say it like this: We help kids to develop a passionate, genuine, active relationship with Jesus.

We believe that every person's spiritual journey, kids included contain four steps:

### **KNOW GOD**

### **FIND FREEDOM**

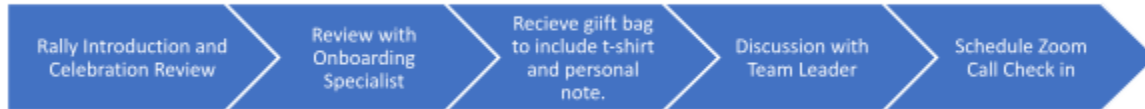
### **DISCOVER PURPOSE**

### **MAKE A DIFFERNECE**

Regardless of the team you serve on, you play a critical role in guiding children along this journey. This incredible mission takes people of all giftings coming together to be the body of Christ and allowing God to work through each of us as we serve in Kidspoint. Thank you for being part of this team and impacting not only children, but entire families through your commitment. We can't wait to see what God will do in and through you as you begin to serve in Kidspoint.

# ONBOARDING PROCESS





## TUESDAY

- attend Growth Track
- confirm interest in Kidspoint
- interview with Kidspoint DT Interview Guide
- Background Check link sent. Receive a call with what time to be at campus that Sunday morning for Onboarding Day.
- that Sunday morning Dream Team member will have their Onboarding Day. They will onboard 1<sup>st</sup> service and attend second. For portables, they will onboard one full service

## **1<sup>st</sup> SUNDAY**

### First Hour

#### *With Kidspoint Onboarding Specialist*

- introduction and celebration of Dream Team members at Rally
- review:
  - Kidspoint Onboarding presentation
  - policies and procedures handbook
  - emergency evacuation locations
  - serving schedule
  - arrival times
  - Dropmark
- receive gift bag to include t-shirt, personal note from Coach/Leader.

### Second Hour

#### *With team lead*

- discuss service flow and timeline
- look over sample weekly lesson plan and allow questions
- review FTF process, check-in process, back up sticker process, and answer questions
- review location of bathrooms, how equipment works, who their leaders are

## **THURSDAY**

- touchpoint zoom call with Leader:
  - Dropmark/review of how to read and prepare
  - schedule confirmation
  - rally time
  - always wear KP shirt while serving
  - communication pathways (slack channel, etc.)
  - if unable to serve, who to contact
  - if an S2, contact to parents and with responsibilities and requirements.

## **2<sup>nd</sup> SUNDAY**

### *Shadow*

- walk with Leader to environment
- designated seasoned Dream Team member will work together with side by side
- check in at end of service to get any feedback or questions

## **3<sup>rd</sup> SUNDAY**

### *Official First Serve*

- Congratulations you are now part of the Kidspoint Team!

## **ORGANIZATIONAL CHART**

### **KIDSPPOINT ROLES**

**WELCOME:** greet families and check kids in // register and host first-time families

**NURSERY:** provide a safe and loving environment for children birth-2 years and share God with them on an age-appropriate level

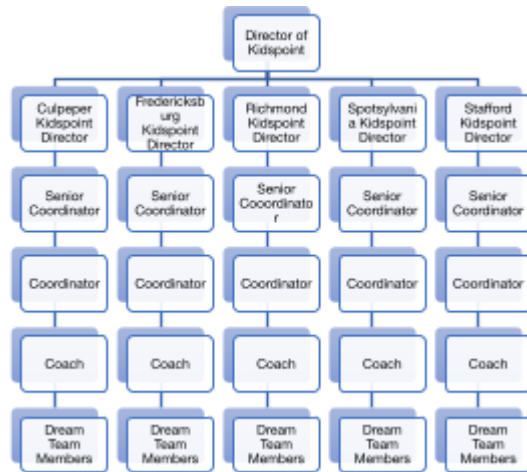
**PRESCHOOL:** develop relationships with kids as they learn about God & His love for us and apply Biblical truths to their lives

**ELEMENTARY:** develop relationships with kids as they learn about God & His love for us and apply Biblical truths to their lives and provides kids with an engaging and high-energy experience focusing on worship and the Bible

**KIDSPPOINT PLUS:** partner with children who need extra love and attention and/or have special needs

**CLUBHOUSE:** serve the kids of our Dream Teamers by providing a fun and relational secondary environment for them

**ADMIN:** serve through a variety of responsibilities such as mid-week environment or team preparation, database administration, helping with special projects, etc.



## Director of Kidspoint

The Director of Kidspoint is responsible for executing the vision of Senior Pastors over the Kidspoint Department. They direct all teams in the accomplishment of goals and hold regular meetings with their respective staff and volunteers, ensuring smoothly running operations and immediate resolutions.

## Kidspoint Director – Campus

The Kidspoint Director oversees the Kidspoint Department for their campus. They are responsible for Sunday execution, recruitment, training, and growth of Kidspoint Dream Team. Their passion should include leading team that will create environments that help children encounter Jesus and accept Him as their Savior. They foster relationships with families to partner with parents in their spiritual development of their children.

## Senior Coordinator

The Senior Coordinator oversees the coordinators of their assigned areas and reports to the Kidspoint Director. They are responsible for keeping open lines of communication between them and their Coordinators, as well as providing care, prayer, and guidance to them. The Senior Coordinator keeps the Kidspoint Director aware of the spiritual health of their team, dates, and imperative information, and helps share leadership strategies with Coordinators. Senior Coordinators are there to equip and assist the coordinators in advising, leading, caring,



and communicating, as well as to be a champion and influencer of the culture of Lifepoint Church

### **Coordinator**

The Coordinator focuses on their specific environment and reports to their Senior Coordinator. Environments include Elementary, Preschool, Nursery, Clubhouse, and Welcome Team. They are responsible for keeping open lines of communication between them and their coaches, as well as providing care, prayer, and guidance to their Coaches. Coordinators are there to equip and assist the Coaches in advising, leading, caring, and communicating, as well as to be a champion and influencer of the culture of Lifepoint Church.

### **Coach**

The Coach focuses on their Environment Leaders/Team and reports to their Coordinator. They are responsible for keeping open lines of communication between them and their team, as well as providing care, prayer, and guidance to them. Coaches are there to equip and assist the leaders/team in advising, leading, caring, and communicating. Coaches assist the coordinators in being a champion and influencer of the culture of Lifepoint Church for the team.

### **Dream Team Member**

The Dream Team member serve weekly or biweekly with a focus on their environment and the children or families within that environment. They provide a safe, fun, relational, and Jesus centered place for the children in their care, partnering with parents.

## **OUR CULTURAL VALUES**

Through our words and actions, these values are taught in Kidspoint every weekend. We want the kids to internalize them and use them in everyday life. As a leader in Kidspoint, your words, choices, and relationship with God will be closely observed and mirrored by the kids and families you influence. We want you to live these out too!

**LOVE GOD** because he first loved us.

**LOVE OTHERS** because God loves ALL people.

**DO YOUR BEST** because God gave his best for us.

**HAVE FUN** because God gave us joy.

## **OUR LEADERSHIP COMPETENCIES**

### **Cast Vision**

- Communicate the mission.
- Connect people to it.
- Inspire them to join.

### **Communicate Clearly, Often, and Honestly**

- Create clear expectations.
- Provide consistent feedback.
- Tell the whole truth (give your last 5%).

### **Create Opportunity**

- Bring others with you.
- Look for potential.

- Empower people.

#### **Cultivate an Environment of “We”**

- Be loyal to the team.
- Embrace collaboration.
- Love sacrificially.

#### **Convey an Attitude of Hunger**

- Always be evolving.
- Pursue innovation.
- Ask insatiable questions.

## **EXPECTATIONS**

### **Dream Team Member**

*A person who has discovered their purpose and is making a difference on the Dream Team.*

### **Wins**

The Dream Team member focuses on serving on their team in the environment and reports to their Coach. They are responsible for communication openly, on time and honestly.

### **Expectations**

1. Serves in a rhythm of “serve one, attend one”. Based on the service times at your campus this could mean serving weekly or bi-weekly. Your leader will help to determine the best serving rotation for your unique role and availability.
2. Regularly communicates with his or her Team Leader regarding prayer requests, personal development, and serving availability.
3. Helps to recruit to his/her team and to Kidspoint.

## **Hours and Meetings**

### **2-3 Hours/Week**

- Serves weekly or bi-weekly
- Weekly check-ins with Coach
- Sunday prep meetings
- Trainings as needed

### **CCB Training and Access Required**

- Ability to use KP Dream Team scheduler
- Ability to use Slack for general communication

## **COACH**

*The leader of a specific team, overseeing dream team and all service times for that team.*

## **Wins**

The Coach focuses on their Leaders/Team and reports to their Coordinator. They are responsible for keeping open lines of communication between them and their team, as well as providing care, prayer, and guidance to them. Coaches are there to equip and assist the leaders/team in advising, leading, caring, and communicating. Coaches assist the coordinators in being a champion and influencer of the culture of Lifepoint Church for the team.

## **Expectations**

1. Develop, disciple, care for, and train environment leaders/team
2. Filter all important information to environment leaders/team
3. Assist Coordinators in identifying *NEW* leaders/team members
4. Ensure environment is executed with excellence (refer to policies and procedures)
5. Responsible for the spiritual care and leadership of Team Leaders and the entire team.
6. Onboards new team members coming from Growth Track, including assigning them to a serving rotation and Team Leader.
7. Oversees and manages the CCB process queue and group.
8. Leads regular training for team and Team Leaders as needed.
9. Identifies Team Leaders or members who have potential to lead as a Coach in the future and develops them as needed. The goal in development is to have a “3-deep” structure.
10. Communicates to his or her leader regarding the health and operations of the team within their scope of care.

## **Hours and Meetings**

### **6 Hours/Week**

- Monthly 1-1 meeting with Environment Coordinator
- Weekly check-ins with team
- Monthly 1-1 meetings with leaders/rising leaders
- Trainings as needed

## **CCB Training and Access Required**

- Ability to use KP Dream Team scheduler
- Ability to navigate environment groups in CCB/LEAD app
- Ability to use Slack for general communication

## **COORDINATOR**

*The leader of given team within Kidspoint campus.*

## **Wins**

The Coordinator focuses on their specific environment and reports to their Senior Coordinator. Environments include Elementary, Preschool, Nursery, Clubhouse, and Welcome Team. They are responsible for keeping open lines of communication between them and their coaches, as well as providing care, prayer, and guidance to their Coaches. Coordinators are there to equip

and assist the Coaches in advising, leading, caring, and communicating, as well as to be a champion and influencer of the culture of Lifepoint Church.

## **Expectations**

1. Develop, disciple, care for, and train Coaches (refer to culture and competencies)
2. Filter all important information to Coaches
3. Assist Senior Coordinator in identifying *NEW* Coaches
4. Ensure environment is executed with excellence (refer to policies and procedures)
5. Ensure Coaches are providing care to team members
6. Responsible for the spiritual care and leadership of their Coaches and teams.
7. Consistent evaluation of team operations.
8. Develops relationship with other coordinators from their department and campus in order to effectively assist in leading the campus operations.
9. Communicates to his or her leader regarding the health and operations of the teams within their scope of care.

## **Hours and Meetings**

### **8 hours/week**

- Monthly 1-on-1 meeting with Senior Coordinator
- Weekly check-in with Coaches
- Monthly face to face with Coaches (zoom, facetime, in-person)
- Meetings as necessary for specific environments
- Training as needed

## **CCB Trainings and Access Required**

- Ability to use process queues
- Ability to use KP Dream Team scheduler
- Ability to navigate environment groups in CCB/LEAD app
- Ability to use Slack for general communication

## **SENIOR COORDINATOR**

*The leader of an entire department on a campus.*

## **Wins**

The Senior Coordinator oversees the Coordinators of their assigned areas and reports to the Kidspoint Director. They are responsible for keeping open lines of communication between them and their Coordinators, as well as providing care, prayer, and guidance to them. The Senior Coordinator keeps the Kidspoint Director aware of the spiritual health of their team, dates, and imperative information, and helps share leadership strategies with Coordinators. Senior Coordinators are there to equip and assist the coordinators in advising, leading, caring, and communicating, as well as to be a champion and influencer of the culture of Lifepoint Church

## **Expectations**

1. Develop, disciple, care for, and train Coordinators (culture & competencies)
2. Filter all important information to Coordinators
3. Identify and train *NEW* Coordinators
4. Cast Kidspoint vision to team
5. Ensure teams are equipped with policies and procedures
6. Ensure Coordinators are providing care to their Coaches
7. Responsible for the spiritual care and leadership of their department and departmental leaders.
8. Implements new departmental systems and initiatives based on high-level evaluation, campus feedback, and new ideas.
9. Collaborates with departmental leaders across his or her campus as well as the organization at large.
10. Regular communication with his or her Campus Pastor and Director.

## **Hours and Meetings**

8-15 hours/week

- Bi-weekly 1-on-1 meeting with Kidspoint Director
- Monthly 1-on-1 meeting with Environment Coordinators
- Weekly check-in with Environment Coordinators
- Meetings and Trainings as needed

## **CCB Training and Access Required**

- Ability to use process queues
- Ability to pull process queue reports
- Ability to navigate environment groups in CCB/LEAD app
- Ability to use KP Dream Team scheduler
- Ability to use Slack for general communication

## **DIRECTOR**

*Varies by staff role.*

## Wins

The Kidspoint Director oversees the Kidspoint Department for their campus. They are responsible for Sunday execution, recruitment, training, and growth of Kidspoint Dream Team. Their passion should include leading team that will create environments that help children encounter Jesus and accept Him as their Savior. They foster relationships with families to partner with parents in their spiritual development of their children.

## Expectations

1. Regularly recruit new team members & leaders for team
2. Cast vision to the Kidspoint Team
3. Shepherd and develop leaders within the team through 1:1's and communication
4. Schedule and facilitate regular training check ins
5. Lead Kidspoint team to oversee all operational aspects leading up to and including weekend programming.
6. Review weekly reports, attendance, team coverage, team growth, and covet feedback (form).
7. Coordinate with Next Steps baptism requests for children
8. Assist in planning and execution of Kidspoint special events, such as baptism, weekend family events, dedications, kids camp, etc
9. Other duties as assigned.

## CCB Training and Access Required

- Ability to use process queues
- Ability to pull process queue reports
- Ability to navigate environment groups in CCB/LEAD app
- Ability to use KP Dream Team scheduler
- Ability to use Slack for general communication

## Focuses

1. **Develop People**
  - Work alongside your Senior Coordinator to develop leaders at Lifepoint Church.
  - Development = Care + Growth.
  - Develop your coaches and leaders by having a personal relationship with them and caring for them as a person before their role.
  - After a relationship is developed, you can coach and develop them by focusing on the nine components of the leadership framework:
    - Character: Love God, Love People, Excellence, Attitude.



- **Competency:** Casting Vision; Communicate Clearly, Often and Honestly; Create Opportunity; Cultivate and Environment of We; Convey an Attitude of Hunger.
- Help your coordinators and coaches build strategies for growing their teams and leaders.

## 2. **Execute with Excellence**

- Your goal is to ensure that every environment upholds excellence and is:
- Safe: for a Kidspoint environment to be safe, we are always following BANNN procedures:
  - Bathroom & Diapers
  - Appropriate Affection
  - Name Pictures
  - Name Tags
  - Never Alone
- Fun: Creating fun experiences for kids is vital to helping them open up to know God, build relationships with their leaders. And increases their desire to come back next week. We help kids have fun by engaging on their level and never letting a kid play on their own.
- Relational: in Kidspoint we want every kid to have a consistent small group of their peers and a small group leader who knows them by name, prays for them weekly, and connect with their parents during drop off and pickup.
- Jesus-Centered: We utilize Christ-centered curriculum and ensure it is run with excellence by prepared & passionate leaders, who always making time to pray for and with their kids.
  - Welcome Team
    - The Welcome Team is our Check in and First Time Family environments that greet families and ensure kids are checked in with accuracy for optimal safety and communication.
    - Ensure that your leaders are following safety procedures and providing care to families who are arriving before service.
    - Review weekly reports on check-in attendance.
  - Elementary
    - Elementary is our environment for kids in kindergarten through 5<sup>th</sup> Grade.
    - Receive and review the monthly curriculum to ensure your campus is well prepared to execute it well.
    - Communicate with the team when the curriculum is available on Dropmark so the team can be well prepared.
    - Ensure that environments are meeting safety ratios.
    - Oversee Sunday execution and discuss feedback from leaders (How can it be better next week?)
    - Small Groups are the goal for our Elementary environment.

- **Preschool**
  - Preschool is our environment for kids 3-5 years old.
  - Receive and review the monthly curriculum to ensure your campus is well prepared to execute it well.
  - Communicate with the team when the curriculum is available on Dropmark.
  - Ensure that environments are meeting safety ratios.
  - Oversee Sunday execution and discuss feedback from leaders.
  - Small Groups are the goal for our preschool environment.
  
- **Nursery**
  - Nursery is our environment for kids' birth to 3 years old.
  - Ensure that environments are meeting safety ratios.
  - Oversee Sunday and discuss feedback from leaders. (How can it be better next week?)
  - Our goal in Nursery is to pray for the kids and create comfortable, safe, and peaceful environments for parents to drop their kids off.
  
- **Clubhouse**
  - Clubhouse is our environment for kids whose parents serve on Sundays and will be at the church for more than one service.
  - Ensure that environments are meeting safety ratios.
  - Support the Clubhouse team in coordinating activities to ensure that kids have something to do in their second service with the team.
  
- **Kidspoint Plus**
  - Kidspoint Plus is our environment for kids who have special needs.
  - Support the team in providing the right care for a child with special needs (How can we best care for the family?)
  - Most campuses will use the buddy system (partnering individual kids up with leaders on a 1-1 basis to help them in the environment) until a need arises to create a separate environment.
  
- **Grow Your Team**
  - In Kidspoint, we exist for kids but cannot exist without leaders.
    - Alongside your Senior Coordinator, one of your primary responsibilities is to look for, recruit, train, and develop leaders to be on the Kidspoint team.

- Once someone has completed Growth Track at your campus, you are responsible for ensuring they:
- Have been added to your Kidspoint Onboarding Process Que in CCB.
- Complete and receive an approved background check.
- If someone's background check comes back unapproved, connect with your Campus Pastor for next steps and how to have the conversation.
- Go through Kidspoint Leader Training including:
  - Kidspoint Handbook
  - Kidspoint Policies and Procedures
  - Mandatory Reporting
  - Leadership Honor Code
  - Have an interview with you or someone you trust and have been approved to be a Kidspoint Leader
  - Get added to the proper CCB groups.
- Get connected with a coach and/or coordinator for continued leadership and development.

4. **Communicate Effectively**

- Spend time communicating with leaders and parents through text, email, and phone calls about the opportunities we have for kids and families to get engaged with Lifepoint Church.
- Have 1:1's with your next level down (senior coordinator or coaches).
- Use text messages to check in.
- Use Slack for logistics.
- In your role, communication should happen both upward and downward.
- Communication should be completely out to all teams by COB Wednesday.
- Be consistent!
- Confirm your teams have everything needed to run a successful Sunday.
- Supplies needed need to be ordered/bought a week prior (gloves, diapers check-in tape).
- Call outs – stay in communication with your Coordinator and team to make sure you have a full team.
- Communicate with your Campus Pastor and Dotted Line Leader about how your leaders are doing:
  - Is there anyone that should be celebrated?
  - Are there any problems they should be aware of?
  - Do you have any questions they can answer?
  - Are there any incidents that need to be reported?

- The person leading you is thinking and praying for you daily so lean on him or her.
- Vision leaks. Make sure you are spending time reminding the coordinators, coaches, and leaders you lead why we do Kidspoint and asking about the next steps kids are taking.
- Share Kidspoint images and promotion on social media when necessary for events.

## **PROCESS, SYSTEMS, AND RESOURCES**

- **Resources**
  - o *Slack*
  - o *Website – lifepoint.org/kidspoint*
  - o *Facebook – facebook.com/lckidspoint*
  - o *Instagram – @lckidspoint*
  - o *Email – kidspoint@lifepoint.org*
  - o *Weekly Content – lifepoint.org/kpresources*
- **CCB**
- **Microsoft Office Suite**
- **Church Metrics**

## **THANK YOU**

We are so very excited to have you on team in Kidspoint. What you are doing is so vital to this generation and those to come. Serving in Kidspoint is not about what we want from you, but about what we want FOR you. Psalms 11:25 NIV says, “Whoever refreshes others will be refreshed”. God has given each of us the responsibility of building the church and in Kidspoint we are doing just that!